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Developed by:………. KJP
Reviewed by:.KJP,KB,LK
Approved by:………...LK
Date:………………07/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Data Governance/DataSpark

DIVISION: Academic Affairs (University Libraries)

REPORTS TO: Director, DataSpark

GRADE: 14

SUPERVISES Staff, students and consultants as needed.

BASIC FUNCTION:

Under the direction of the DataSpark Director, coordinate and manage the administrative functions of the Rhode Island DataHUB, a statewide longitudinal data system for the state of Rhode Island maintained by DataSpark. Provide critical support for DataSpark staff, DataHUB clients, and other DataHUB stakeholders as appropriate. Assist in coordination of business development, grant proposals and contracts essential for the operation of the DataHUB. Support and execute the vision and mission of the DataHUB.

This position works closely with DataSpark leadership, University of Rhode Island (URI) and outside partners and clients (including state executive leadership), and academic faculty to support the efforts to build an effective and sustainable longitudinal data system that meets the needs of its customers; contributes to timely, data-informed decision making; increases access to high-quality information and data; and ensures data privacy and compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lead and coordinate data governance processes, client engagement, and system compliance. Responsible for maintaining processes around data access, institutional review board process, supporting security processes and communicating the work of the DataHUB to URI, state partners and the public.

Be responsible for directing and implementing the governance strategy for the DataHUB.

In coordination with partner agencies, the Data Governance Manager will: Facilitate data governance, including the development and implementation of data governance policies and procedures; Chair the DataHUB governance committees, including scheduling the meetings, preparing the agenda, facilitating the meetings, and ensuring completion of action items; Coordinate the development and execution of data sharing agreements among participating agencies; Serve as the primary contact for participating organization and agency personnel regarding DataHUB inquiries; Identify program, process, and improvements that will improve data use and eliminate redundancies of effort across partners; Manage the establishment, monitoring, improvement, documentation, and training on the data governance program, policies, and processes; and, Serve as the liaison among data governance groups and members to ensure effective communication so that data are defined, stored, linked, protected, reported, and used in a manner consistent with the needs and goals of the DataHUB and in compliance with the data governance policy.

Enable efficient and effective utilization of the DataHUB and data product development for DataSpark staff through internal coordination efforts as well as external relationship engagement.

The Data Governance Manager will: Manage data request processes, fulfillment obligations and timelines, and oversee the release of data back to requestors, partner agencies, researchers and decision makers; In coordination with URI general counsel, oversee and secure all appropriate data sharing agreements and legal permissions needed to maintain and expand the data holdings of the DataHUB. Serve as liaison between URI legal and partner agencies; Build and maintain relationships with external stakeholders. Manage stakeholder expectations, involvement, and contributions. Manage consultant relationships. Cultivate positive relationships with government officials, nonprofit leaders, and academic researchers and strive to improve collaborations among these groups. Facilitate connections across agencies on shared issues; Work with other senior members of DataSpark and Library staff on project strategy and development as it relates to the DataHUB (including, Assist DataSpark leadership with the planning and design of projects ranging from data stories to dashboards to software applications. Interpret and apply rules, policies, and regulations pertaining to State and Federal funding agencies (i.e. FERPA, HIPAA) and work with DataSpark leadership to operationalize them. Manage DataHUB-specific budgets, costs, scope, deliverables, and outcomes. Support the development of a business plan for the sustainability of the DataHUB); and, Perform data management activities and supervise dataset documentation. Engage in DataSpark dialogue on topics such as data storage and data-sharing to ensure that all risk management, confidentiality, and security best practices are in place.

Promote the DataHUB. Present to partners, stakeholders, policymakers, and elected officials about information, data products, and findings from the data system at the local and national level. Contribute to social media and other outreach and dissemination activities.

Interact with other University offices when appropriate including the Library, General Counsel Office, Information Technology Services, Office of Research Integrity including IRB, Controller's Office, Purchasing, and Sponsored Research.

Supervise and coordinate the work of professional staff, consultants, and graduate and undergraduate students.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Data products and software, personal computers, printers, fax machines, scanners and word processing.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of related work experience (i.e. policy, data, project management, committee coordination, research, business, or public administration) in a complex setting; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated understanding of how data use should support and inform state policies and programs; Demonstrated project management and meeting facilitation experience; Demonstrated ability to interact with a variety of stakeholders and mediate multiple perspectives to get to a solution; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's Degree; Demonstrated understanding of RI state government; Demonstrated experience working with integrated datasets or data systems; Demonstrated understanding of data quality principles and strategies; Demonstrated ability to understand budget concepts; Demonstrated ability to lead groups of executive leaders, peers, subordinates, and others who are not in direct reporting roles; Demonstrated understanding of IT concepts and systems (IT background not required); Demonstrated project management and meeting facilitation experience; and, Demonstrated understanding of governance and decision making processes and the management of committees.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.